

## **POWELL BILL MAP INFORMATION AND INSTRUCTIONS**

**PLEASE READ CAREFULLY AND PROVIDE WHOEVER PREPARES YOUR MAP A COPY OF THESE INSTRUCTIONS.**

### **Certified Powell Bill Map should contain the following:**

- a legend;
- legible street names;
- a directional arrow;
- map should be all on 1 page if possible;
- **shade in or outline all of your municipality's corporate limits in a distinct color** (If your corporate limits run along any street, please make sure that our office can determine if this street is inside or outside those limits.);
- an outline of any incorporated satellite areas outside your corporate limits in a distinct color and a point-to-point location on your map;
- an outline of any unincorporated areas inside the corporate limits in a distinct color;
- no plats;
- State system streets and private streets in two distinct colors. If you color only the State System streets and any private streets, we will know that the remaining streets are municipally-maintained streets (Powell Bill streets). **Use contrasting colors on map no black or navy.**

**\*\*A digital certified map may be attached through *Partner Connect*, instead of a paper copy, if applicable.**

**The deadline to submit the completed package is July 21, 2013. This office will check your map carefully. We will notify you if revisions are necessary; any revisions will have to be made before your municipality can qualify for, or receive, its allocation on October 1.**

### **Streets You Can Claim for Powell Bill:**

G.S. 136-41.1 (Powell Bill law) limits mileage claimed for Powell Bill funding to streets which are maintained by a municipality and open to use by the general public, and having an average width of not less than 16 feet; are **within the corporate limits** (be careful with those streets where the corporate limits run down the centerline of said streets); and **are not on the State System**.

**NOTE: Changes of maintenance responsibilities from State to Municipal or vice versa are subject to formal approval by the North Carolina Board of Transportation by June 30 of each year, before street(s) may be claimed for the Fiscal Year Powell Bill allocations.**

### **Measurements, Additions and Deletions of Municipal Streets:**

The accuracy of measurements should be within 1% error, i.e., 0.01 of a mile per mile. Bridge length may be considered the same as street lengths and need not be separated. Attached is the Department of Transportation's diagram policy on measuring streets. Final total mileage figures should be to hundredths of a mile, such as 41.62 miles, 0.16 mile, etc.

## **INSTRUCTIONS - IF NO CHANGES IN SYSTEM STREETS**

The Mayor and Clerk of the municipality will certify the Certified Statement **ONLY IF NO CHANGES** have occurred in street lengths, street system status or corporate limits since the last filing of a certified street map by a Registered Professional Engineer or Land Surveyor. The certified statement must be scanned and attached in *Partner Connect*, after the Mayor and the Clerk have signed, sealed, and dated it. **Also, if no changes have been made, a map will not be required to be sent in or attached in *Partner Connect*.** The map we already have on file will be sufficient.

Also, you will need to attach a complete street listing of the Powell Bill streets and their individual lengths with an ending total of certified miles in *Partner Connect*. **Certified Statement mileage and street listing mileage should total the same.** **\*\*Street listing should list streets in alphabetical order, length of street (example: Claymore Rd. 0.45); and ending total should be same as total on certified statement.**

## **INSTRUCTIONS - IF CHANGES HAVE BEEN MADE IN SYSTEM STREETS**

If there **HAVE BEEN CHANGES** to your system streets, such as abandoned streets, added streets, street lengths, system transfers, or corporate limit changes during the past year, then a **new Powell Bill Map** is required. It must be **newly certified** by a Registered Professional Engineer or Land Surveyor and be signed, sealed, and dated July 1, 2013 or after. **The certified statement also must be signed, sealed, and dated July 1, 2013 or after, by a Registered Professional Engineer or Land Surveyor, Mayor and Clerk. The certified statement must be scanned and attached in *Partner Connect* after all required signatures and seals are obtained.** **\*\*A digital certified map may be attached in *Partner Connect*, instead of a paper copy. A paper copy is required to be mailed in if a digital map cannot be attached in *Partner Connect*.**

Also, you will need to attach a list of those streets, or portions thereof that have either been added to or deleted from your municipal street system since last year's filing. Please use the "streets added/deleted" sheet, attached in *Partner Connect*, to list these streets, and submit with your Certified Statement of Mileage and Powell Bill Map.

Attach a complete street listing of Powell Bill streets and their individual lengths with an ending total of certified miles in *Partner Connect*. **Certified Statement mileage and street listing mileage should total the same.** **\*\*Street listing should list streets in alphabetical order, length of street (example: Claymore Rd. 0.45); and ending total should be same as total on certified statement.**

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Powell Bill information and forms will be posted in *Partner Connect* and on our webpage, which can be accessed at:

**[www.ncdot.gov/ncpowell](http://www.ncdot.gov/ncpowell)**

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**IF YOU HAVE ANY QUESTIONS, PLEASE CALL STEPHANIE BENSON, POWELL BILL PROGRAM MANAGER, IN RALEIGH AT (919) 707-4586 or FAX (919) 715-5520.**